

REQUEST TO COUNT USE OF REPEAT UNITS - THIS IS NOT A PETITION

SECTION A - TO BE COMPLETED BY STUDENT

CAMPUS ID _____ EXPECTED GRAD DATE (SEMESTER/YR) _____

LAST NAME: _____ FIRST NAME: _____

PHONE NUMBER: _____ EMAIL: _____

STUDENT SIGNATURE: _____ DATE: _____

CLASS REQUESTED TO REPEAT (EXAMPLE: SOCI 101) FUTURE SEMESTER REQUESTED TO REPEAT NUMBER OF TIMES TAKEN (EXCLUDE 'TAKES' THAT HAVE 'W')

OFFICE USE ONLY - TIME STAMP

RECORDS USE ONLY - NOTES

IMPORTANT: IF SEEKING TO REPEAT A COURSE IN WHICH A GRADE OF 'C' OR BETTER IS ON RECORD, ON AN ATTACHED SHEET OF PAPER PLEASE EXPLAIN THE REASON WHY.

SECTION B OFFICE USE ONLY

RECEIVED BY (please print name): _____ CHECKED CWID ABOVE (INITIALS): _____ DATE: _____

SECTION C REPEAT COUNT ---- FINDINGS: NO PETITION REQUIRED

OK TO REGISTER FOR - CLASS: _____ DATE SYSTEM ADJUSTED: _____
TERM: _____ DATE STUDENT NOTIFIED: _____ EMAIL _____ PHONE _____

SECTION D REPEAT COUNT ---- PETITION(S) REQUIRED

FRGV UNITS: USED _____ AVAILABLE _____
AVGD UNITS: USED _____ AVAILABLE _____

3-TAKES: _____ G.E. _____ MAJOR _____ NEXT DEADLINE TO SUBMIT - ONGOING/NO DEADLINE

28-UNIT _____ G.E. _____ MAJOR _____ NEXT DEADLINE TO SUBMIT: _____

OR REVIEW IN: _____

'C' OR BETTER _____ G.E. _____ MAJOR _____ OTHER _____ NEXT DEADLINE TO SUBMIT: _____

FOR REVIEW IN: _____

STUDENT STATUS: _____ MATRIC _____ UEE (DQ) _____ UEE (NON-DQ) GRAD CHECK STATUS: _____

NEEDS TO UPDATE GRAD CHECK: _____ YES _____ NO

DATE STUDENT NOTIFIED OF REPEAT FINDINGS: _____ BY EMAIL: _____ BY PHONE: _____

SECTION E PETITION(S) PACKET PICK-UP AND PETITION SUBMISSION STANDARDS REVIEWED

To be signed by the student AFTER repeat count is completed, when picking up petition packet.

- I have reviewed the petition packet with a petitions representative from Records. Student Initials _____
- I understand that documentation of circumstances is required for submitting this petition. Student Initials _____
- I understand that the required 'Letter of Support' from an advisor that is described in these petition materials does not serve as documentation for my petition. Student Initials _____

I have discussed the petition requirements with a petitions representative and have read and initialed the standards explained above for submitting a repeat exception petition.

STUDENT SIGNATURE: _____ DATE: _____